

SERIAL No. **BCA**



BLACKFORDBY COLLEGE OF AGRICULTURE

FARM / INDUSTRIAL ATTACHMENT LOG BOOK

Diploma in General Agriculture

Student:

Period:

Intake:

Blackfordby College of Agriculture
Email: agfordby@mweb.co.zw
Cell: 0772 887 370

TRAINEE INFORMATION SHEET

Trainee Personal Details

Name:

National I.D. #:

Home address:

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Cell:

Next of Kin

Name:

Relationship:

Cell / Phone:

Personal / Family Doctor

Name:

Address:

Cell / Phone:

EMPLOYER INFORMATION SHEET

Student not allowed to move from one organisation to another without the express approval of the College Principal

Employer 1

Farm / Company Name:

Contact Person:

Designation:

Address:

Phone / Cell:

Internship period: From To

Core Business / Enterprises:

Employer / Manager's Signature:

COLLEGE PRINCIPAL: Approved / Not Approved **Signature & Date**.....

Employer 2

Farm / Company Name:

Contact Person:

Designation:

Address:

Phone / Cell:

Internship period: From To

Core Business / Enterprises:

Employer / Manager's Signature:

COLLEGE PRINCIPAL: Approved / Not Approved **Signature & Date**.....



Blackfordby College of Agriculture, Klein Kopjes Farm, Concession
P O Box EH197, Emerald Hill, Harare. Email: agfordby@mweb.co.zw
Cell 0772 887 370, 0775 884 968

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TO WHOM IT MAY CONCERN

RE: FARM / INDUSTRIAL ATTACHMENT INDEMNITY

Blackfordby College of Agriculture as part of its training programme deployed

.....I.D. #,

a Diploma in Agriculture student at your company /farm / organisation and in good faith believes that the company, having informed and alerted the trainee about all relevant safety measures during his / her attachment period will not be held responsible for any injuries that may arise as a result of the negligence of the trainee.

The College will on the advice of the company / farm / organisation and in collaboration with the trainee's parent / sponsor / benefactor take all positive steps to assist the trainee to get necessary medical attention.

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Principal



CODE OF CONDUCT FOR TRAINEES ON ATTACHMENT

Introduction

College training involves the teaching and training of relevant theory in class and relevant practical / work experience activities, while attachment provides the trainees with an opportunity to work in a real work environment of the profession. This enables the student to acquire and apply the requisite professional skills in a realistic work / production environment.

During attachment, the trainees are expected to conduct themselves in an exemplary and respectable manner in line with the guidelines of this Code of Conduct.

Code of Conduct

1. No Blackfordby student shall commence on-the-job training before registering for the programme with the college and settlement of the requisite attachment levies. The student may only proceed upon confirmation to do so by the Principal.
2. **Trainees are required to find placement at one establishment (with enterprises / core business of interest) where they will fully complete their nine month engagement - transfers from one organization to another are not permissible. The Principal reserves the right to waiver this requirement only in extreme and deserving circumstances.**
3. The Employer is free to negotiate allowances and benefits directly with the trainee.
4. During attachment the trainees will report at the organisation for the same number of days and hours per day, as the personnel working in that department or organization.
5. The trainee's supervisor and the company's attachment controller or training officer shall be informed by the trainee, of the reasons for any absence from duty within 24 hours of the absence.
6. Should a trainee be absent from the company for longer than 3 days due to sickness or any other acceptable reason, a medical certificate (signed by a qualified medical practitioner) or a written submission by the trainee, on the reason of absence, shall be sent to the company's attachment controller or training officer. A copy of the report must be sent to the Principal via email or WhatsApp.
7. The trainee is expected to maintain a high standard of time keeping and must be punctual at all times.
8. The trainee should take care of, as well as economically and correctly make use of all company property, tools, resources and equipment and should ensure that any items borrowed from the company's stores are returned within the required time.
9. Trainees on attachment may only drive company vehicles if duly licensed for the appropriate vehicle class and authorized (in writing) by the organization's management. Operation of tractors and other motorized machinery by trainees is encouraged but shall be done only under strict supervision by a competent and duly authorized company employee. Only when a trainee has been deemed



BLACKFORDBY COLLEGE OF AGRICULTURE

Year II Farm / Agro-Industrial Attachment Training Guide

Background

College training involves the teaching of relevant theory in class and pertinent practical activities, while attachment provides the trainees with an opportunity to work in a real work environment of the profession. This enables the student to acquire and apply the requisite professional skills in a realistic work environment.

This guide is meant to assist managers and supervisors in charge of Blackfordby College attachment interns with regards to areas that the students are generally expected to be exposed to. The guide is not absolute in nature, and due recognition is made of the diverse areas of focus and / or specialisation as applicable to different farm or company set-ups.

FARM AND AGRIBUSINESS MANAGEMENT

1. Records Management

At the end of the attachment period, the student is expected to have been exposed to all necessary records that are important and critical to keep at the farm. These include but not limited to:

- i. Stores issues, receiving and inventory management and reconciliation.
- ii. Labour management records
- iii. Financial records management
- iv. Crop and Livestock production, management and marketing records
- v. Recording and interpretation of weather information
- vi. Generation of monthly reports
- vii. Recommend appropriate records management systems covering manual and computer recording systems.

2. Farm Budgeting

At the end of the attachment period, the student is expected to:

- i. Be able to prepare various farm budgets for use at the farm or in loan application where necessary.
- ii. Carry out variance checks on input use and identify reasons for under or over usage of various inputs in consultation and comparison with the initial budgets
- iii. Learn from the farm owner, manager or such designated person on sound farm planning processes that lead to generation of desired rate of return on investment.

- iv. Be exposed to partial budgets and calculation of overall farm profitability. *Please note that this is solely at the discretion of the owner or manager to expose students to this last aspect.*

3. Labour management

At the end of the attachment period, the student is expected to:

- i. Start by being exposed to actual doing of various tasks so that they appreciate it when they give workers various tasks to accomplish at the farm. As time goes by, students are expected to be exposed to supervision of various teams of workers in accomplishing various tasks at the farm.
- ii. Apply appropriate conflict resolution methods in an amicable manner.
- iii. Attending meetings in planning of various tasks to be done at the beginning of the day or end of the day in preparation for the following day/week's tasks. **N.B:** *This is only applicable provided management has deemed it necessary to co-opt the student in their meetings.*

4. Marketing

At the end of the attachment period, the student is expected to:

- i. Have been exposed to various marketing activities like sorting, grading, packaging, etc of agricultural products for marketing.
- ii. Visited various marketing places where the farm markets its products to have an appreciation on how various farm products are marketed.
- iii. Any other duties done at the farm deemed by management as necessary to divulge to students on attachment to enhance their knowledge on marketing of farm products.

5. Agricultural Extension (where applicable)

At the end of the attachment period, the student is expected to:

- i. Have been exposed to use of various extension methods of training and information dissemination.
- ii. Manage group dynamics as they train farmers and participants.
- iii. Apply appropriate conflict resolution methods in an amicable manner.
- iv. Manage adoption and diffusion of new technologies to farmers.
- v. Coordinate smooth linking of researchers, farmers and other stakeholders.
- vi. Properly manage and account for inputs and other resources disbursed to project/program participants.
- vii. Evaluation and recovery methods for contracted farmers/participants.

ANIMAL PRODUCTION

The expectations outlined for Animal Production are applicable to all farm animals unless indicated otherwise.

1. Animal Nutrition

By the end of the attachment period, student should be able to:

- i. Mix ingredients when formulating rations
- ii. Prepare or process feed- grinding, ensiling, preserve feed etc

- iii. Make blocks, hays, etc
- iv. Add feed additives and upgrade feed
- v. Trouble-shoot nutritional problems

2. Herd Health Management

By the end of the attachment, student should be able to:

- i. Appreciate hygienic standards
- ii. Apply drugs through injections, oral, water or any other method
- iii. Dress wounds
- iv. Prepare vaccination calendar
- v. Inspect stock for pests and diseases

3. Routine Operations

By the end of the attachment, student should be able to:

- i. Castrate using various methods - Burdizzo, elastrator, knife etc
- ii. Dehorn using various methods- hot iron, elastrator, etc
- iii. Score the body condition of animals
- iv. Milk using milking machine
- v. Mark animals using various methods- tags, brands etc
- vi. Select stock for various purposes like culling, sale, breed etc
- vii. Appreciate pregnancy diagnosis (P.D.) as conducted by experienced personnel.

4. Veld and Grazing Management

By the end of the attachment, student should be able to:

- i. Prepare grazing rotations
- ii. Conduct veld condition assessments
- iii. Compute stocking rates and densities
- iv. Establish pasture grasses
- v. Control noxious plants
- vi. Recommend paddock layout for new projects

5. Management of Special Animals

By the end of the attachment, student should be able to:

- i. Care for pregnant animals
- ii. Assist birth
- iii. Care for newly born animals
- iv. Assist sick animals
- v. Care for animals in feedlot

6. Record Management

By the end of the attachment, student should be able to:

- i. Create and keep records of births, deaths, feed intake, sales, milk yield etc
- ii. Compute herd compositions
- iii. Livestock trading accounts

CROP PRODUCTION

At the end of the attachment period, the student should have been be exposed to / demonstrate competence in the areas of:

1. Calibration

- i. Planters
- ii. Fertilizer spreaders
- iii. Sprayers
- iv. Ridger

2. Agronomic practices

Land preparation

- i. Conduct soil sampling.
- ii. Interpret soil analysis results
- iii. Determine correct tillage methods required for different crops.
- iv. Fumigation
- v. Fertilization

Planting

- i. Seedbed making
- ii. Seedbed management for various crops.

- iii. Calculation of plant population
- iv. Selection of ideal seedlings
- v. Planting techniques for various crops

Post – planting operations

- i. Weed identification and control
- ii. Scouting
- iii. Insect pests identification and control
- iv. Disease identification and control
- v. Fertilizer calculations
- vi. Different fertilization techniques (fertigation, banding, broadcasting, dolloping etc.)
- vii. Cultural practises e.g. mulching, pruning etc. (where applicable)
- viii. Frost control methods (where applicable)
- ix. Safe use of pesticides (agro-chemicals)
- x. Export certification standards (where applicable)
- xi. Yield estimation for different crops
- xii. Suitable harvesting methods / techniques for different crops
- xiii. Post harvest practices for different crops e.g. tobacco – curing, grading, baling

3. Records

- i. Cropping programme
- ii. Spraying programme
- iii. Fertilization programme
- iv. Scouting records
- v. Rainfall records
- vi. Crop rotation schedules
- vii. Yield records

FARM MECHANISATION / AGRICULTURAL ENGINEERING

The student should be under supervision of well competent persons when performing engineering related tasks. Authority must be granted first before interns may use any type of farm machinery

1. Workshop skills

By the end of attachment period, the student is expected have been exposed to:

- i. Workshop processes e.g. performing gas and arc welding.
- ii. Use of workshop machines e.g. lathe machine, drilling machines etc.
- iii. Changing, fixing and mending of tyres.

- iv. Cleaning of the workshop premise and involvement in safety rules and precaution in workshops and during use of farm machinery.

2. Farm Machinery

At the end of the attachment period, the student should be able to:

- i. Properly set tillage implements e.g. rippers, ploughs and disc harrows
- ii. Effectively calibrate farm implements especially planters, boomsprayers, seeddrill, fertilizer spreaders etc.
- iii. Competently drive farm tractors - this includes hitching of farm implements, trailer work and operations such as disc ploughing and harrowing.
- iv. Ride a motorbike
- v. Operate milking machines, boilers, driers, hammer mills and feed mixers.
- vi. To assist in the repair and maintain farm machinery, implements and structures

3. Irrigation

By the end of the attachment period, the student should be able to:

- i. Do proper irrigation scheduling.
- ii. Set and operate a centre pivot, sprinkler or drip irrigation system.
- iii. Assist with installation of irrigation systems and fittings.

4. Electricity

By the end of the attachment period, the student should be able to:

- i. Connect and protect electrical machines and troubleshoot basic electrical faults on farms (under the guidance of a qualified electrician).

5. Soil and water conservation

By the end of the attachment period, the student is expected to be able to:

- i. Establish and maintain basic soil and water conservation structures i.e. contour ridges, storm drain and artificial waterway pegging.
- ii. Make use of different water harvesting techniques.

*NB: The most critical sections are **Farm machinery** and **Irrigation** hence the student should take much of their time in those sections.*



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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Student's Signature.....

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Supervisor's Signature.....

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SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
c) Ability to apply knowledge into practice	1	2	3	4	5
d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
f) Quality of work	1	2	3	4	5

Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
h) Relationship with management	1	2	3	4	5
i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....





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Student's Signature.....

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RECORD OF WORK DONE



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Student's Signature.....

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Supervisor's Signature.....

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SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

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g) Discipline / General moral standards	1	2	3	4	5
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i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... **Cell:**

Signature:..... **Date:**.....





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Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....





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Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....





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Student's Signature.....

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RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

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Student's Signature.....

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Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
c) Ability to apply knowledge into practice	1	2	3	4	5
d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
f) Quality of work	1	2	3	4	5

Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
h) Relationship with management	1	2	3	4	5
i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....

<p><i>Company Date Stamp</i></p>



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE’S COMMENT

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Student’s Signature.....

Date.....

Supervisor’s Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

l) Attitude towards work & Work Initiative	1	2	3	4	5
m) Judgment / Decision Making Skills	1	2	3	4	5
n) Ability to apply knowledge into practice	1	2	3	4	5
o) Keeping track of delegated assignments	1	2	3	4	5
p) Timely feedback to management	1	2	3	4	5
q) Quality of work	1	2	3	4	5

Personal Conduct

r) Discipline / General moral standards	1	2	3	4	5
s) Relationship with management	1	2	3	4	5
t) Relationship with junior workers	1	2	3	4	5
u) Attendance	1	2	3	4	5
v) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....





RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

l) Attitude towards work & Work Initiative	1	2	3	4	5
m) Judgment / Decision Making Skills	1	2	3	4	5
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o) Keeping track of delegated assignments	1	2	3	4	5
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q) Quality of work	1	2	3	4	5

Personal Conduct

r) Discipline / General moral standards	1	2	3	4	5
s) Relationship with management	1	2	3	4	5
t) Relationship with junior workers	1	2	3	4	5
u) Attendance	1	2	3	4	5
v) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... **Cell:**

Signature:..... **Date:**.....





RECORD OF WORK DONE

STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 1**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature..... **Date**.....

Supervisor's Signature..... **Date**.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

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Supervisor's Signature.....

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RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

l) Attitude towards work & Work Initiative	1	2	3	4	5
m) Judgment / Decision Making Skills	1	2	3	4	5
n) Ability to apply knowledge into practice	1	2	3	4	5
o) Keeping track of delegated assignments	1	2	3	4	5
p) Timely feedback to management	1	2	3	4	5
q) Quality of work	1	2	3	4	5

Personal Conduct

r) Discipline / General moral standards	1	2	3	4	5
s) Relationship with management	1	2	3	4	5
t) Relationship with junior workers	1	2	3	4	5
u) Attendance	1	2	3	4	5
v) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... **Cell:**

Signature:..... **Date:**.....





RECORD OF WORK DONE

STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 1**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
c) Ability to apply knowledge into practice	1	2	3	4	5
d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
f) Quality of work	1	2	3	4	5

Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
h) Relationship with management	1	2	3	4	5
i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....





RECORD OF WORK DONE

STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 1**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
c) Ability to apply knowledge into practice	1	2	3	4	5
d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
f) Quality of work	1	2	3	4	5

Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
h) Relationship with management	1	2	3	4	5
i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... **Cell:**

Signature:..... **Date:**.....





RECORD OF WORK DONE

STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 1**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

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RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

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Supervisor's Signature.....

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RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

DESCRIPTION OF WORK DONE

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TRAINEE’S COMMENT

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Student’s Signature.....

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Supervisor’s Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
c) Ability to apply knowledge into practice	1	2	3	4	5
d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
f) Quality of work	1	2	3	4	5

Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
h) Relationship with management	1	2	3	4	5
i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....





RECORD OF WORK DONE

STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 1**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

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RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
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d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
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Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
h) Relationship with management	1	2	3	4	5
i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....

<p><i>Company Date Stamp</i></p>



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE’S COMMENT

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Student’s Signature.....

Date.....

Supervisor’s Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
c) Ability to apply knowledge into practice	1	2	3	4	5
d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
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Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
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i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: *Month* *Year*.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... **Cell:**

Signature:..... **Date:**.....





RECORD OF WORK DONE

STUDENT:.....

MONTH: MONTH: YEAR:..... WEEK # 1

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 2**

DESCRIPTION OF WORK DONE

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Student's Signature.....

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Supervisor's Signature.....

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RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 3**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

Date.....

Supervisor's Signature.....

Date.....



RECORD OF WORK DONE



STUDENT:.....

MONTH: MONTH: **YEAR:**..... **WEEK # 4**

DESCRIPTION OF WORK DONE

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TRAINEE'S COMMENT

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Student's Signature.....

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Supervisor's Signature.....

Date.....



SUPERVISOR / MENTOR'S MONTHLY ASSESSMENT

Student: **Month:** **Year:**.....

General Assessment by Mentor / Immediate Supervisor (please circle)

Key: 1 - Very poor 2 – Poor; 3 – Fair; 4 – Good 5 - Excellent

Performance Issues

a) Attitude towards work & Work Initiative	1	2	3	4	5
b) Judgment / Decision Making Skills	1	2	3	4	5
c) Ability to apply knowledge into practice	1	2	3	4	5
d) Keeping track of delegated assignments	1	2	3	4	5
e) Timely feedback to management	1	2	3	4	5
f) Quality of work	1	2	3	4	5

Personal Conduct

g) Discipline / General moral standards	1	2	3	4	5
h) Relationship with management	1	2	3	4	5
i) Relationship with junior workers	1	2	3	4	5
j) Attendance	1	2	3	4	5
k) Punctuality	1	2	3	4	5

Based on performance for the month, would you recommend the student for employment in a similar environment? YES / NO

Supervisor

Name..... Signature.....

Date.....

MENTOR'S RECOMMENDATIONS: Month Year.....

Identified gaps in college curriculum and / or student's competencies, or any general feedback to Blackfordby College of Agriculture

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SUPERVISOR / MENTOR

Mentor / Supervisor's name:

Designation:..... Cell:

Signature:..... Date:.....

